SHARE Homeless Intervention Program

Fiscal Year 2005-06 Quarterly Report Instructions

- At the top, enter the official agency name and location.
  For example: The Salvation Army, Winchester or The Planning Council, Norfolk.
- At the top, select the reporting quarter in the drop down box.
- For the purposes of this report, the term "cases" is intended to mean the same thing as "households".
- "TANF eligible households" are families where there is at least one child in the family with a custodial parent(s) or other adult caretaker relative with an income not to exceed 200% of the federal poverty level.
- "Head of Household" means the primary wage earner for a household, an adult parent of children of any age living in the household, an adult (i.e., relative) who has parental control over children under 18 years of age, the person identified by the household as it's leader or the individual in a one-person household.

Question #1

Enter the number of new cases opened during this fiscal year. Include only those cases that were formally accepted as a HIP client and received or will receive financial assistance.

Question #2

Enter the number of persons (family members) in the new cases that were opened during this fiscal year. Include only individuals in those cases were formally accepted as a HIP client and received or will receive financial assistance.

Question #3

Using the categories listed; enter the race of the person who is the head of the household, even if it is a bi-racial family. If the client does not self-identify with one of the categories, use your best judgment in making the selection.

REMEMBER!

The total number for this fiscal year listed at the bottom of the question must agree with the total number in question number 1.

Question #4

Enter the number of new cases with a Hispanic head of household in the YES row all others in the NO for this fiscal year. Include only those cases where the head of household identifies as Hispanic. Total numbers should equal total number in question number 1.

Question #5

Enter the number of new cases in this fiscal year with a veteran as any member of the household. The veteran does not need to be the head of the household.

Question #6

Enter the age by the age-range provided for all persons in the new cases that were accepted as clients during this fiscal year.

REMEMBER!

The total numbers listed should be consistent with the total numbers listed in question 2.

For example, if you indicate "10" total individuals in the TANF eligible household's column in question 2 then you should also list "10" as the total number in the TANF eligible household's column in question 6.

Question #7

Enter the employment status of each head of household by category. Enter data for the new cases accepted during this fiscal year, and the head of household only. If two adults in the household are working, enter data on the head of households.

Question #8

Enter the annual household income by category for all new cases receiving HIP financial assistance in this fiscal year. "AMI" means the "Area Median Income" as determined and published by HUD. 30% is given on the charts. 80% is low income. Use the most current AMI published by HUD. This information is available at www.huduser.gov under "Data Sets".

REMEMBER!

The total for each column must be consistent with the column total in question one.

For example: If in question 8 you provide data for 5 cases in the TANF Eligible household column, then you should have also indicated in *question one that there were 5 new TANF Eligible cases accepted during this fiscal year.*

Question #9

Enter the living arrangements for all new cases receiving financial assistance in this fiscal year by category.

REMEMBER!

The total for the fiscal year in each column must be consistent with the column total in question one.

For example: If in question 9 you provide data for 5 cases in the TANF Eligible household column, then you should have also indicated in question one that there were 5 new TANF Eligible cases accepted during this fiscal year.

Question #10

Enter the number of new households denied HIP financial assistance due to the lack of funds.

Question #11

Enter the total number of cases terminated this fiscal year for any reason.

Question #12

Enter the status of cases terminated or closed during this fiscal year in the categories provided. Only select one of the data options.

Clarification: If a case is terminated because the client would not cooperate with the program guidelines, but the client was able to maintain their housing because of HIP financial assistance provided, select the "was able to maintain current housing" option.

Use the "Did not cooperate – terminated" option only when the client does not cooperate and has not received any financial assistance or if they lost their housing.

REMEMBER!

The total number listed in each column must be consistent with the column number listed in question 11.

Question #13

Enter the accomplishments of each case terminated during this fiscal year.

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This is important information and provides insight into how successful your program is in serving clients (performance measures). Case information can be counted in more than one category.

Question #14

Enter the amount of HIP financial assistance, including amounts from HIP loan repayments/collections provided to all cases during this fiscal year.

Question #15

Enter the amount of:

- loan repayments/collection during this fiscal year;
- the amount of those repayments/collections used for administrative costs;
- the amount of the loan repayments/collections used for client services, and
- the amount of the loans written off as unable to collect or as part of a repayment bonus during this fiscal year.

Important!

Do not make copies of the worksheet and then try to enter data. It will not work correctly. This will remove the protection of certain "fields" and will cause problems in future quarterly report.

To keep the original form, just click "save as" and label the document something like - "HIP FY 05-06 Quarterly Report"

This will allow you to "reuse" the original version each quarter!!

After entering your agency's year-to-date data for the quarter, resave the worksheet as "name of agency-location (if more than one)-HIP05-3rd qtr. Close the worksheet. Your agency will now have a copy of the blank original form and the current quarter's report for its records.

Go to E-mail and address an E-mail to *hhaunit@dhcd.virginia.gov*. Enter the name of the worksheet to be sent in the subject line, attach the worksheet, and put the name of the person who can answer questions and the contact number in the body of the E-mail. Send the E-mail.